The purpose of this data collection is to gather student specific information to complete the information on student groups such as gifted and talented, homeless and shortened day during the school year. This information is used for federal and state reporting.

Audience

This is a required collection for public, accredited nonpublic schools, charter schools and freeway schools. An interactive Input Screen will be available in the Application Center to submit data or to "Report No Data" for any of your schools.

Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center. The file may be of any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN number must exist in the STN Lookup.

Report the data for <u>any student</u> meeting one or more of the following criteria:

- Meets the definition of homeless under the McKinney-Vento Act, (definition provided in field #5) at any time during the school year (including the summer prior to the academic school year). Once a student is identified, the student is eligible for services for the entire school year and should be reported regardless of a change in homeless status.
- Identified through corporation multifaceted student assessment plan. Served in gifted and talented/high ability programming during the current school year.
- Has a shortened instructional day for at least half of the school year. (This collection replaces the "Report of Students on Shortened Instructional Day" form previously submitted on paper.) Students who may, at the discretion of the school, qualify for a shortened schedule include, without limitation, students who:
    - (a) are expecting a child or recently have had a child or have other family obligations;
    - (b) have temporary medical condition but do not qualify for homebound instruction;
    - (c) are emancipated and have to work but are still of school age;
    - (d) dropped out of school several years ago and wish to complete their graduation requirements; or
    - (e) are at least sixteen (16) years of age and who have previously been expelled
    - (f) are eligible for a school flex program.

The **required collection period** begins **May 1, 2007** and ends **June 5, 2007 or five (5) days** after the end of the school year, which is the **<u>final</u>** date for submission.   During this time you are required to submit a file, review the processing results of the file for errors, and review the reports in the Message Center for accuracy. These reports are provided for you under the section "Reports" and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of the final collection date.

Additional Student Information (DOE-AD)

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	**School Number**	4	State Assigned School ID **Allowable values are:** Valid School number **Required Field**: Yes	School building id
2 B	**Student Test Number (STN)**	9	Official Student Test Number (STN) assigned to student **Required Field**: Yes	STN Number must already exist in the STN Lookup
3	**Grade Level**	2	**Allowable Codes Are:** KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7	.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
C			08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult **Required Field**: Yes	
4 D	**High Ability (G/T)**	1	Did the student that participated in the Gifted and Talented program show high ability in 1 of the 4 areas? **Allowable Codes are: 0 -4** 1 = General Intellectual (G/T) 2 = Math (M-HA) 3 = Language Arts (L-HA) 4 = Other 0 = Not applicable not a G/T participant **Required Field**: Yes	Report data for the student that was identified through corporation multifaceted student assessment plan. Served in gifted and talented/high ability programming at anytime during the school year. 1 = The <u>general intellectual</u> G/T student is gifted and talented in <u>more than one</u> academic area. 2 = The student is gifted and talented in <u>Math only.</u> 3 = The student is gifted and talented in <u>Language Arts only.</u> 4 = Other includes science, social studies, world languages, general creative, interpersonal, visual & performing arts, technical & practical arts, and any other specific academic outside of math and language arts.
5 E	**Homeless**	1	Was the student considered homeless at any time during the school year while attending this school? **Allowable Codes Are:** Y = Yes N = No **Required Field**: Yes	Students should be considered homeless if they lack a fixed, regular, adequate, nighttime residence, including: 1. Students sharing housing due to loss of housing or economic hardship 2. Students living in emergency, domestic violence, or transitional shelter 3. Students living in hotels, motels, campgrounds, and trailer parks for lack of housing 4. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus and train stations for lack of housing Migratory children who live in the above circumstances Report the students that meet the law's definition of homeless at anytime during the school year beginning the summer, fall and spring of the current school year. See Reference Section for McKinney-Vento Act
6	**Shortened Day**	3	Number of minutes student is dismissed per instructional day	Report data for the student with an adjusted schedule, for at least half of the school year, to provide a school day

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
F			**Allowable Codes Are: 0-600** **Required Field**: Yes	shorter than the minimum length required by state statute. 0 = Does not apply to this student Examples: 30 = 30 minutes 60 = 1 hr 90 = 1 ½ hr 120 = 2 hr See Reference Section for Instructional Time
7 G	**Reason for Shortened Day**	1	Reason for the student's shortened day. **Allowable Codes Are: 0-8** 0 = Does not apply 1 = Medical 2 = Case Conference/IEP 3 = Behavioral Concern 4 = Needs less than full schedule to meet graduation requirements 5 = Other 6 = family obligations or expecting a child 7 = school age student emancipated but needs to work 8= school flex program **Required Field**: Yes	0 = Does not apply to this student. Special education students with shortened days are included. 8 = Include students in Flex Instructional Programs (minimum of 3 hours of instruction). Students in alternative programs with shortened days are included. See Reference section for Shortened Day/Flex program

References

FAQ's About Instructional Time: http://doe.state.in.us/accreditation/welcome.html Includes shortened day, length of instructional day.

Shortened day/Flex program: IC 20-30-2-2.2 http://www.in.gov/legislative/ic/code/title20/ar30/ch2.html

McKinney-Vento Homeless Assistance Act (42 U.S.C. section 11431) http://www.doe.state.in.us/alted/partcmckinney.html

Common Scenarios

Scenario #1: Student's IEP requires homebound instruction for 1 hour per week.

Reporting Result: Report the **average** number of minutes the student is dismissed per instructional day for the student with less than a full day of instruction and less than 5 days a week. Example: The elementary student (300 minutes a day) receives instruction for 1 hr a week. Three hundred (300) instructional minutes five (5) days a week (300 X 5) minus number of minutes of instruction (60) divided by five (5) days a week. The average for 1 week is 288 minutes lost.
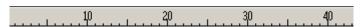
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,11,1,N,060,5
0001,000102999,12,2,Y,045,4
```

Positional Format

```
0001000102001111N0605
0001000102999122Y0454
```

E(x)tensible Markup Language (XML) Format

```xml
<XIF_ADData>
        <Corporation Id="">
                <School Id="">
                        <Student STN="">
                                <SchoolUse Grade="" />
                                <Demographics HighAbility ="" Homeless="" />
                                <ShortenedDay Minutes="" Reason="" />
                        </Student>
                </School>
        </Corporation>
</XIF_ADData>
```

Change History

Version	Change History
06.01.07	Added definition of students on shortened day to instructions. Added minimum of 3 hours of instruction to school flex instructional program, field 7. Common Scenario Section added, Scenario #1 added for homebound students and reporting average minutes.
05.24.07	Field 7, Shortened Day allowable codes are 0-8. Notes changed on field 7.
03.19.07	Field 5, Homeless, removed code D for Disaster. Removed notes on code D. D only applied to Hurricane Katrina during the 04-05 collection. Field 5, removed code I for Identified. Instructions changed on reporting Homeless students. Notes updated on Field 5, Homeless. Added reference link for McKinney-Vento Act.
02.20.07	Field 7 added notes on shortened days that include alternative and special education students on shortened day. Reference section includes flex programs and instructional day. Instructions and notes on field 4, high ability changed.
12.28.06	Instructions changed for reporting students for clarity. Removed grade levels PW and PK. Positional format corrected. XML tag of ADDL to ADData.
12.14.06	XML changed for High Ability, incorrect tags.
09.05.06	XML changed for High Ability change.
08.30.06	Gifted and Talented combined into one field instead of 4, the student can be counted in only one area.
07.17.06	DOE-PS no longer required. Homeless and Gifted and Talented becomes a separate collection. Homeless and gifted and talented removed from the DOE-PS. Shortened day, new item collected for 06-07. Additional items for Gifted and Talented collected.